



Columbus Civil Service Commission
50 West Gay Street, Room 600
Columbus, Ohio 43215

Application Clarification

Your application has been rejected due to a failure to provide sufficient details regarding your work experience. In the space below please clarify the duties and responsibilities for the job title(s) indicated. Be sure that the clarification you provide gives specific information about tasks that you performed as they relate to the minimum qualifications of the job class(es) for which you applied. This form may **NOT** be used to add additional jobs to your application. It may **NOT** be used to change the dates of employment. If the clarification that you provide is approved, you will be issued an Approval Notice to take the examination.

This form must be returned in person to the Civil Service Commission, 50 W. Gay Street, Room _____

Failure to return this form by _____ will result in final rejection of your application.

Name: _____ Social Security Number: _____

Examination Title: _____

Job Title Being Clarified: _____

Dates of Employment: From: _____ To: _____

Clarifying Information: _____

Job Title Being Clarified: _____

Dates of Employment: From: _____ To: _____

Clarifying Information: _____

I certify that all of the additional information furnished above in conjunction with my employment application is true and complete to the best of my knowledge.

Signature: _____ Date: _____